

## COMMERCIAL LOBSTER/SHELLFISH CATCH REPORT INSTRUCTIONS

Before completing the enclosed Commercial Catch Report(s), carefully read all of these instructions. If you have any questions concerning the catch report(s), contact the Division's Statistics Project at 617 727-3958 (Gloucester). If you have questions about your license, contact the licensing staff at 617 626-1520(Boston).

All lobstermen and shellfishermen licensed by the Division are required, by law, to submit a commercial catch report on or before January 31. A renewal license will NOT be issued until the catch report has been received.

**EVEN IF YOU DID NOT FISH UNDER THIS LICENSE OR DO NOT PLAN TO RENEW YOUR LICENSE, YOU ARE STILL REQUIRED TO SUBMIT A CATCH REPORT FOR THE LICENSE YEAR.**

**\* SUPPLEMENTAL CATCH REPORTS \*** In the case of a license renewed during the month of December and the license is still fishing, the catch report should be completed through the month of NOVEMBER ONLY. Indicate "STILL FISHING" for the month of December and the Division will send a supplemental catch report for the month of December to be submitted no later than January 31.

Accurate statistics are important to you and the Division. They help us to manage the fisheries wisely, guide us in evaluating legislation and assist us in interacting with interstate and federal management agencies concerned with proper use of the resource. It is in your best interest to be as accurate as possible when you fill out your catch report. All information collected by the Division is kept strictly confidential and is only reported in aggregate form.

### GENERAL INSTRUCTIONS (ALL REPORTS)

Fill out all items that apply in the spaces provided. Reports are processed by computer, those that are incomplete or improperly filled-out may cause a delay in the renewal of your permit. **PRINT OR TYPE CLEARLY.** Be sure that you have **SIGNED** and **DATED** the report. Any report lacking information or a signature will be returned to you along with your renewal application and fee.

#### SECTION A

- 1-4) Fill in your D.M.F ID number, permit number and name as it appears on your license. The permit number, in most cases, is the last 4 digits of your Social Security Number, the D.M.F. ID number is the 6-digit number (including leading zeros). Also fill in your address and telephone number; make sure they are up-to-date.

#### SECTION B

- 5) If you **DID NOT FISH** this license during the previous year, **CHECK THE BOX, SIGN YOUR NAME, DATE IT,** and return it immediately to the Division. You need not submit further information on the catch report.

If you **DID FISH** this license during the previous year, complete **BOTH SIDES** of the catch report as accurately as possible.

**[See Specific Instructions]**

#### SECTION C. VESSEL/EMPLOYMENT INFORMATION

- 10) If you landed your catch in more than one port, list each port on a separate line and indicate the percentage of your total catch landed in each port.
- 11) Part 11 should be filled-out by the principal vessel user **ONLY**. If you are fishing on another licensed vessel, you should leave this part blank. If you are the principal user, fill in the vessel name, it's length, homeport, whether it is a power boat or not, it's estimated value and the percent you use it for either lobstering or shellfishing only. If you have more than one vessel which is used for fishing, power boat or not (including tenders and row boats), fill in the information in the second vessel space.
- 12) Indicate the gallons of fuel consumed only for shellfishing in the previous year. If you were involved with more than one type of commercial fishing on the same vessel, estimate the percentage used just for shellfishing.
- 13) Fill in the number of people, including yourself, who were employed on your vessel in the previous year. If you fished on another licensed vessel and, that vessel is reported on a different report, indicate the number involved in your business only.

**[Over For Specific Instructions]**

**COASTAL/OFFSHORE LOBSTER CATCH REPORT (BLUE, GREEN, YELLOW REPORTS)**

- 5) **HARVEST/GEAR INFORMATION**
- c) 5C is at the center of page 1 on the lobster catch reports and should only be answered only if you fished with another Massachusetts licensed lobstermen. Fill-in that person's name, 6-digit permit I.D. number ( which is the same as your D.M.F. I.D.), and permit number. Indicate whether the catch reported on your report includes the total for the both of you, or your catch only.
- 6) Circle the type of gear used, if you used more than one gear type then circle each gear type fished. 6 A & B should be answered only if you were using traps to catch lobsters in the previous year. Estimate the average value of one of your traps including warp and buoy for part A. Indicate the type of traps you fished; wood, wire or "other", and the percent of the total traps fished.
- 7) **HARVEST TABLE:**
- a) **POUNDS OF LOBSTER AND CRAB HARVESTED:** list ALL pounds harvested under your license including those that were sold, consumed or used to pay sternmen.
- b) **MAX TRAPS FISHING:** trap fishermen only; list the maximum number of pots fished at any one time during the month. Include traps that were not fished but remained in the water.
- c) **SET-OVER DAYS:** trap fishermen only; list the average number of days traps were set between hauls during the month. Below is a simple formula for set-over days.
- $$\text{Average Set-Over Day} = \frac{\text{Maximum Number Traps in Water}}{\text{Average Traps Hauled per Trip}} \times \frac{\text{Number Days in Month}}{\text{Number Trips for Month}}$$
- d) **AVERAGE TRAPS HAULED PER TRIP WHEN FISHING:** trap fishermen only; list the average number of traps you hauled per trip. The average can be computed by adding all trap hauls for the month and dividing by the number of trips for that month.
- e) **TOTAL TRIPS DURING MONTH WHEN TRAPS HAULED:** trap fishermen only; list the number of trips during each month when traps were hauled to catch lobster.
- f) **AREA AND PERCENT HARVEST:** refer to the map of reporting areas to list, for each month, the area or areas where your catch was harvested. List each area and the percent harvest from that area separately. Offshore Lobster Licenses may not harvest from areas 1-14. These are the territorial waters of the Commonwealth.
- g) **IF YOU ARE A TRAWLER/DRAWER, GILLNETTER OR DIVER:** list the pounds harvested and area(s) where harvested only. **Do not answer those columns that are shaded.**

**SHELLFISH CATCH REPORT (WHITE REPORT ONLY)**

If you harvested only **SEA SCALLOPS, SURF CLAMS OR OCEAN QUAHOGS** under the authority of a Federal or State permit (and no other species of shellfish) for the license year, answer YES to the question in 5B, sign and date the report at the bottom, and return the report to the Division. If you **DID HARVEST** other shellfish, answer NO to 5B and fill out the report as completely and accurately as possible. Make sure that you sign and date the report.

- 6) Complete part 6 by indicating the amount of each species harvested and whether that amount represents bushels, pounds, or pieces in shell weight by circling either "**BUS**" "**LBS**" or "**PCS**". If you harvested bay scallops and that amount is represented in meat weight, circle the "**M**". List only those landings of Conch that were caught by non-trap harvest methods, a separate catch report must be filed by licensed conch potmen. If you harvested a species not listed, specify that species name under "Other".
- Indicate how the shellfish was taken under "Gear used to harvest shellfish" (ie. rake, dredge etc.) and from which City, Town or Body of Water it was taken. If the shellfish were harvested outside of town waters (Nantucket Sound, Vineyard Sound, Cape Cod Bay, Buzzards Bay) list that body of water. If the shellfish were harvested outside of territorial waters, list "Offshore".
- 7) If you owned shellfishing gear, indicate the type of gear, the quantity and the current total value of this gear. In other words, if you owned two rakes that were used to harvest shellfish, you would answer "Rake" for type of gear, "2" for number and the current value for BOTH rakes combined. Do not list accessories (ie. baskets, waders, gloves etc.), only the specific gear used to actually harvest the shellfish (ie. rake, plunger, dredge, pot etc.)
- 8) Indicate the number of days during the previous year that you harvested shellfish.
- 9) Indicate the average number of hours-spent shellfishing per day. Estimate to the best of your abilities if you do not know

exactly.